



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

June 13, 2011

To: All Department Heads

From: William T Fujioka *WTF*  
Chief Executive Officer

Lisa M. Garrett *LMG*  
Director of Personnel

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES FORM

In an effort to improve risk management and curtail claims of Title VII violations involving unlawful discrimination, including creation of a hostile work environment based on race, color, gender, age, disability, sexual orientation, sexual harassment, pregnancy, and/or retaliation, the Board of Supervisors approved the attached Acknowledgement of Employee Responsibilities form for signature by all County employees. The purpose of the form is for employees to acknowledge their responsibility to conduct themselves in a manner consistent with federal and State laws, County Code and policies of the County and to remind employees that engagement in the prohibited conduct mentioned above may subject employees to disciplinary actions and/or personal liability.

Please obtain the signature of all employees and their respective supervisors on the attached form by July 30, 2011. To assist you in this process, we have prepared the attached template for your use to expedite distribution for employees. Once you obtain the completed copies, they should be filed within your department's Human Resources office.

Please be advised that this form is to be completed by employees during new hire orientation. Additionally, this form should be presented to each employee on an annual basis, in conjunction with the Outside Employment forms, and retained in each employee's personnel file.

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

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If you have any questions, please contact Lisa M. Garrett, at (213) 974-2406 or your staff may contact Marion C. Figueroa, Senior Human Resources Manager at (213) 351-8945 or [mfigueroa@hr.lacounty.gov](mailto:mfigueroa@hr.lacounty.gov) .

WTF:EFS:LMG:  
MCF:cg

Attachment

c:     Administrative Deputies  
          CEO – Employee Relations  
          Chief Deputies  
          Departmental Human Resources Managers

K:\Letters To Department Heads, Word\06.13.11 Acknowledgement Of Employees Responsibilities Form.Docx

## ATTACHMENT

Dear County Employee,

On May 24, 2011, the Board of Supervisors approved the attached Acknowledgement of Employee Responsibilities form for signature by all County employees. The purpose of the form is for employees to acknowledge their responsibility to conduct him/herself in a manner consistent with federal and State laws, County Code and policies of the County involving unlawful discrimination, including creation of a hostile work environment based on race, color, gender, age, disability, sexual orientation, sexual harassment, pregnancy, and/or retaliation. This form serves to remind employees that engagement in the prohibited conduct mentioned above may subject employees to disciplinary actions and/or personal liability.

Please return the signed form to your supervisor so he/she can forward it to the department's Human Resources office by July 30, 2011. This form will be presented on an annual basis and a copy will be retained in your personnel file.

If you have any questions, please contact \_\_\_\_\_, Departmental Human Resources Manager at ( ) \_\_\_\_\_.

## ATTACHMENT

### ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES

Federal and State laws, the Los Angeles County Code, and policies of the County and its departments prohibit conduct by County employees in the workplace that are considered unlawful discrimination, including creation of a hostile work environment based on race, color, gender, age, disability, sexual orientation, pregnancy, sexual harassment, and retaliation.

It is the responsibility of every County employee to conduct him/herself in a manner consistent with these laws and County policies. This is a reminder that conduct that violates these laws or County policies could subject an employee to personal liability for damages in court proceedings and/or disciplinary action by the County or both.

#### **Employee Certification Section**

I acknowledge receipt of, and have read the Acknowledgement of Employee Responsibilities.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Supervisor's Verification**

I provided the employee with a copy of the Acknowledgement of Employee Responsibilities.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_